

**The Kentucky Board of Licensure for  
Marriage and Family Therapists**  
**December 8, 2011**  
**Minutes**

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**GENERAL BOARD MEETING – December 8, 2011**

The regular scheduled meeting of the Kentucky Board of Licensure of Marriage and Family Therapists was held at the Office of Occupations and Professions, 911 Leawood Drive, Frankfort, Kentucky on December 8, 2011. Chair Tony Watkins called the meeting to order at 9:52 a.m.

**Board Members Present:**

Dr. Richard Harmon  
Dr. Tom Robbins  
Mr. Tony Watkins  
Ms. Sandy Miller  
Ms. Jane Prouty

**Occupations and Professions:**

Lindsey Lane, Board Administrator  
(Covering for Marcia Egbert)  
Jeremy Horton, Deputy Executive Director

**Office of the Attorney General:**

Angela Evans

**Board Member Absent**

Ms. Carolyn Miller-Cooper  
Stephanie Head

**Visitor**

Patty Clark, Printing Business Owner

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**Ethics Training – Cancelled – Rescheduled for February 16, 2011**

**Guest:** Patti Clark of Convergence Communications attended the meeting to go over some different publications the Board could provide to current licensees or professional organizations. The Board has discussed creating a newsletter that would go out quarterly. After much discussion the Board will continue to look into this as well as talk with the Office of Occupations and Professions on how to hire a company to provide this publication.

**Minutes:** The board decided to not review or approve the minutes until the January meeting.

**Board Monthly Financial Report:**

The Board Monthly Financial Report for July 1, 2011 through November 30, 2011 was presented to the Board for review. Deputy Executive Director Jeremy Horton informed the Board that they no longer have to vote to approve the financial report as it is strictly informational.

**Report from O & P:**

Jeremy Horton reported some Boards have started tape recording their meetings for a more accurate approach in relaying Board business into the meeting minutes and for a different type of record keeping. Tony Watkins said if the Boards Administrator feels this would help her in creating more accurate minutes that the Board would support the decision to begin recording the meetings in 2012.

Mr. Horton also discussed the new travel reimbursement policy that the Office of Occupations and Professions will begin using effective immediately. The information in the Board packets includes the

recommendation from the Auditor's Office that request the members to fill in all necessary information on their travel vouchers and provide original receipts for meals and lodging. O&P will also begin making copies of travel vouchers that have been processed and returning those copies to Board members for their own record keeping.

Mr. Horton along with LaTasha Buckner from the Pubic Protection Cabinet presented the Board with their Memorandum of Agreement between their Board and the Office of Occupations and Professions regarding the administrative duties the office provides. The Board asked Ms. Buckner if there was a way to add an amendment to include a satisfaction process if the Board is unhappy with services received by the office. At this time the MOA will be left as is and the Board can address this issue when they sign their next one in June that will remain in effect for two years. Dr. Tom Robbins made a motion to approve the Memorandum of Agreement as presented. Ms. Sandy Miller seconded that motion and it carried.

### **Old Business**

Ms. Evans informed the Board she's still waiting on the forms for the revised regulations. She will get with Jeff Boler and see when those will be completed and once those are sent to her the regulations will be filed.

### **New Business**

The Board discussed the CEU's given by Dancing Moose Productions for Ethics. The Board is still going to deny his CEU's for licensees.

The Board discussed the matter involving the verification fee that was sent to the Board on a closed account. This licensee was given a deadline to send in a new check and has not met the deadline. Dr. Tom Robbins made a motion that this licensee needed to be contacted once more and must have new check sent in by January meeting. Dr. Richard Harmon seconded that motion and it carried.

The Board reviewed the contract for the Computer Based Examination Agreement regarding the MFT application processing system. The Board will now be able to provide an online application. Ms. Sandy Miller made a motion to accept the changes and sign the contract. Ms. Jane Prouty seconded that motion and it carried.

The Board discussed some issues that were brought up in their work session on December 7, 2011 at O&P.

- Dr. Tom Robbins made a motion to implement background checks for new applicants. Dr. Richard Harmon seconded that motion and it carried.
- The Board was able to approve seven CEU's that were sent in by organizations.
- Ms. Jane Prouty made a motion for the Board Administrator to begin sending incomplete application back to licensees within forty five days or initial application fee will be forfeited. Ms. Sandy Miller seconded that motion and it carried.
- Another motion was made by Dr. Tom Robbins to begin placing approved CEU's on the website under Resources. Ms. Sandy Miller seconded that motion and it carried.

### **Complaints/Other Legal Matters**

The Board went into closed session at 11:20 a.m. and came out of closed session at 11:30am.

- a. 2009-05 - Ongoing
- b. 2011-007 - Ongoing

- c. 2011-08, Ms. Sandy Miller made a motion to begin a formal investigation. Dr. Tom Robbins seconded that motion and it carried.
- d. 2011-009 - Ongoing
- e. 2011-10 - Ongoing

**Application Review:** Ms. Jane Prouty made a motion to approve all applications, renewals, audits and Provider Applications and Ratification of licenses issued and renewed through 12/1/2011. Dr. Richard Harmon seconded the motion and it carried.

**Associates:**

The following applications for Marriage and Family Therapist Associate were approved: *Mary Angela Arbaugh, Gretchen F. Watson*

The following applications for Marriage and Family Therapist Associate were approved with provisions: *Shelly Allen*

The following applications for Marriage and Family Therapist Associate were denied: *None*

The following contracts for Marriage and Family Therapist Associates Plan of Supervision were approved: *Jessica Renae Durbin, Nicole D. Garrett, Kelly Turner, Crystal Whittaker, Joseph E. Williams*

The following contracts for Marriage and Family Therapist Associates Plan of Supervision were deferred: *None*

The following Renewals for Marriage and Family Therapist Associates were approved: *Shawnna Anderson, Lete Ansera, Desiree Brown-Daughtry, Sara Collins, Zachary Crouch, Michelle Decker, Laura Duke, Alisha Duvall, Jennifer Hoertz, Brittani Hoyer, James M. Lay*

The following Renewals for Marriage and Family Therapist Associates were approved with provisions: *None*

The following Renewals for Marriage and Family Therapist Associates were denied: *Julianne Sutter*

U of L Post Graduate Requesting Approval to take Exam approved: *Laura McCauley Wagner*

**LMFT:**

The following applications for licensed Marriage and Family Therapist were approved: *Jacqueline M. Peterson, Cynthia Scott*

The following application for licensed Marriage and Family Therapist was approved with provisions: *None*

The following applications for licensed Marriage and Family Therapist were deferred: *None*

The following Renewal Audits for Marriage and Family Therapist were approved: *Melanie Arlisse Albin, Mary Badami, Marcia Malone Bell, Judith Evans Daniel, Jeff Gilbertson, Julie Hanson, Brien Hill, Ann Catherine Holloway, Robert E. Hughes, David Ianke, Jean Koehler, Margie Kommer, Dawn W. Pendleton, Jan W. Stickle, Michael B. Taylor, Jeff Todahl, Maureen A. Walker, John J. Wojcik*

The following Renewal Audits for Marriage and Family Therapist was approved (No Application provided): *Sue O'Malley*

The following Reinstatement for Marriage and Family Therapist was approved: *None*

### **Applications for CEU Approval for 12/8/2011**

#### **APPROVED**

##### **Advocacy and Support Center**

- Sexual Violence: Assessment and Treatment of Trauma – 5.0 Hours

##### **Bellarmino University**

- Supporting Clients: Healing and Health Through Psycholo-chi ® – 3.9 Hours
- Trauma: Understanding Its Dynamics and Solutions Through Somatic Experiencing Trauma Therapy – 3.3 Hours
- Understanding Sensory Processing Difficulties and Other Losses Experienced by the Elderly – 3.3 Hours

##### **Bluegrass Regional Prevention Center**

- Living It: What you Need to Know About Fetal Alcohol Spectrum Disorders – 3.0 Hours

##### **CMI Education Institute**

- Acceptance & Commitment Therapy: Immediate, Effective Clinical Interventions That Really Work! – 6.25 Hours
- Compassion Fatigue: Recapture Your Sense of Purpose, Hope and Joy – 6.0 Hours
- Grief Counseling: The Best Clinical, Practical and Integrative Skills and Interventions – 6.0 Hours
- Psychopharmacology: What You Need To Know About Psychiatric Medications – 6.25 Hours
- The Nuts and Bolts of Legal and Ethical Practice – 6.25 Hours

#### **DENIED**

None

**Status Report:** There were 496 active MFT's and 129 active MFTA's as of December 2, 2011.

The next meeting of the Marriage and Family Therapy Board is scheduled for January 26, 2012 and will be held at 911 Leawood Drive, Frankfort, Kentucky 40601. Committees will meet at 8:30 a.m. with the Board Meeting to follow at 9:30 a.m.

Ms. Sandy Miller moved that Travel and Per Diem be paid to those who attended the regular Board Meeting and the Board's work session on December 7, 2011. Dr. Tom Robbins seconded the motion and it carried.

The Marriage and Family Therapy Board meeting was adjourned by Chair Tony Watkins at 11:35 a.m.

Respectively Submitted:

Lindsey Lane (covering for Marcia Egbert)  
Board Administrator